



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200
FAX: (916) 323-1756



September 21, 2009

Silverio Rivas, Lieutenant
Project Director
County of Los Angeles, Department of the Sheriff
11515 South Colima Road
Whittier, CA 90604

Subject: Site Visit – Sexual Assault Felony Enforcement (SF08030190)

Dear Lieutenant Silverio Rivas:

I would like to take the opportunity to thank you and your staff for the courtesy extended to Stacy Mason-Vegna and I during the site visit conducted on August 26, 2009, at the County of Los Angeles, Department of the Sheriff. Enclosed, you will find Performance Site Visit Report for your SF08030190 award.

As a reminder, site visits are an opportunity to assist projects in the achievement of their goals and objectives and administering their grant funds in the most effective and efficient manner. As a Program Specialist, I am available to assist you with any questions regarding the grant program. Please do not hesitate to contact me at (916) 324-9199, if I can be of any additional assistance to you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Darren Tsang", with a long horizontal line extending from the end of the signature.

DARREN TSANG
Program Specialist
Public Safety and Victim Services Division

Enclosure

Copy: Kirby Everhart, Branch Chief
Richard Ruiz, Sergeant
CalEMA Grant File
Recipient File

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

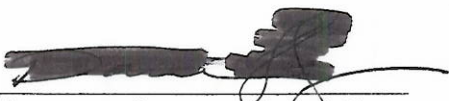
Sexual Assault Felony Enforcement

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** SF08030190 **DATE OF SITE VIST:** 26 August 2009
2. **GRANT PERIOD:** July 01, 2008 – June 30, 2010
3. **RECIPIENT/IMPLEMENTING AGENCY:**
County of Los Angeles, Department of the Sheriff
4. **PROJECT DIRECTOR:** Silverio Rivas, Lieutenant

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
Richard Ruiz	Sergeant	LA Sheriff's Office
Barbara Stroup	Operations Assistant II	LA Sheriff's Office
Lisa Duan	Accountant II	LA Sheriff's Office
Sherry Lewis	Operations Assistant III	LA Sheriff's Office



Signature of Program Specialist

09/15/09

Date



Signature of Section Chief

9/18/09

Date

Signature of Project Representative

Date

9/15/2009

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|
| • The Cal EMA Recipient Handbook (R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Approved Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The RFA/RFP (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Program Guidelines (supersedes the requirement of the R.H.) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments: Program Guidelines have not yet been approved to provide to SAFE Program recipients

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| • Obtain copy of required CBO bonding? <i>[R.H. Section 2161]</i> Does <u>not</u> apply to state, city, or county units of government. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Does the bond show: | | | |
| ○ Bonding company name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Description of coverage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Amount of coverage (50% of allocation) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond period | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Grant award number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is Cal EMA named on the bond as the beneficiary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- | | | | |
|---|--------------------------|--------------------------|-------------------------------------|
| • Does the project have their CEQA documentation on file? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|---|--------------------------|--------------------------|-------------------------------------|

Comments: _____

4. PROOF OF AUTHORITY (R.H. Section 1350)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

☒ ☐ ☐

Comments: _____

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments: _____

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Do policies include:
 - Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
 - A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
 - Work hours
 - Compensation rates
 - Overtime
- Did the Board approve the agency's current personnel policy?

☒ ☐ ☐

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Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

8. FUNCTIONAL TIMESHEETS

YES NO N/A

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor) ☒ ☐ ☐

Comments: _____

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
 - Name of individual who approves purchases.

 - Name of individual who writes checks.

 - Name of individual(s) who signs checks.

Comments: _____

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? ☒ ☐ ☐
- Does the project maintain an accurate inventory log of equipment purchased with grant funds? ☒ ☐ ☐

Comments: _____

11. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒ ☐ ☐
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒ ☐ ☐
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? ☒ ☐ ☐
- Is the project up-to-date with the submission of Cal EMA Form 2-201? ☒ ☐ ☐

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

Comments: _____

12. MATCH REQUIREMENTS

- | | | | |
|--|--------------------------|-------------------------------------|-------------------------------------|
| • Does the project have a match requirement? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Is the project meeting the match requirement? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comments: _____

13. EEO POLICY

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Go over EEO checklist. (Separate document) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. PROGRAMMATIC REVIEW

GENERAL

YES NO N/A

1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☐ ☒ ☐

Comments: _____

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments: Since SF09 funds were augmented to the SF08 award, a new Progress Report will be released to the field.

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments: _____

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☒ ☐ ☐

Comments: _____

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments: _____

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

D. ADDITIONAL COMMENTS:

NOTES:

The Los Angeles County Sexual Assault Felony Enforcement (SAFE) Team graciously offered to allow Chief Stacy Mason-Vegna and Specialist Darren Tsang to join the team during a 290 Sweep to get first-hand understanding of the operations in the field.

During the site visit, no deficiencies were found in the program or accounting system. Recipients expressed an interest in a Program Guidance or a Project Director's training. Program Specialist Darren Tsang will attend to the task of developing training for the program, as Recipients have not yet had formal training.